

Town of Windham

Planning Department
8 School Road
Windham, ME 04062

voice 207.894.5902

fax 207.892.1916

MEMO

DATE: May 31, 2019

TO: Windham Staff Review Committee

FROM: Jennifer Curtis, Planner

Cc: Dustin Roma, PE – DM Roma Consulting Engineer
Mark Arienti, PE – Town Engineer

RE: 53-33-3 – Lot 3 Architectural Drive: Minor Site Plan, Final Plan Review
Staff Review Committee Meeting: June 11, 2019

Overview –

The application is for a 2,520 sq. ft. gross floor area private warehouse building on the cul-de-sac at Architectural Drive. The property is identified as Lot 3 on the Commercial Lots on Architectural Drive subdivision approved in February of 2007.

This application has been classified as a minor development as the total gross non-residential floor area is greater than 5,000 square feet within an approved subdivision.

Tax Map: 53; Lot 33-3. Zone: Commercial District I (C1).

SITE PLAN REVIEW

Staff Comments:

1. Waivers:

a) None

2. Complete Application:

MOTION: The application for project 19-10 Lot 3 Architectural Drive is found complete in regard to the submission requirements based on the application checklist, but the Staff Review Committee retains the right to request more information where review criteria are not fully addressed.

3. Public Hearing: The Staff Review Committee should determine if a public hearing is necessary for this project. A public hearing is not required by ordinance for Minor Site

Plans, but the Staff Review Committee has the authority to hold a public hearing, depending on the scope and location of the project.

4. Site Walk: A site walk has not been scheduled for this project.
5. Additional application materials addressing concerns raised herein may be contained in the materials available for the meeting.

Findings of Fact and conclusions for the

Windham Staff Review Committee,

MOTION: The Site Plan application for 19-10 Lot 3 Architectural Drive on Tax Map: 53, Lot 33-3 is to be **(approved with conditions/denied)** with the following findings of fact and conclusions.

FINDINGS OF FACT

Utilization of the Site

- The subject parcel is approximately .53 acres and is currently undeveloped. The property is Lot 3 of the Architectural Drive commercial subdivision.

Vehicular and Pedestrian Traffic

- The driveway will eocnnect to the existing cul-de-sac and the use is expected to generate less than 10 trips per day, or 2 peak hour trip-ends.

Sewage Disposal and Groundwater Impacts

- The proposal does not include a plan to extend water service, and therefore has no expected sewage generation.

Stormwater Management

- Two existing underdrained soil filter basins have been constructed on the property to meet the stormwater management requirements of the subdivision.
- The previously approved subdivision plan included an impervious coverage allocation for Lot 3 of 6,619 square feet. The current proposed design consists of 6,617 square feet of total impervious lot coverage.
 - In an email dated May 30, 2019 Mark Arient, PE, Town Engineer stated that: “The application states that the “stormwater design will remain consistent with the original design and will continue to utilize the existing stormwater facilities, which include two existing underdrained soil filter basins constructed between Lot 2 and Lot 3 and between Lot 3 and Lot 4.” These underdrained soil filters were observed by the Town to be in

place and appeared to be in adequate condition with the exception of the catch basin outlet structures. The grates on these structures were visibly out-of-level. A note should be added to the plans that the contractor should inspect the structures and adjust/repair as necessary so that they are installed as indicated in the approved subdivision plans from June 9, 2006.”

Erosion Control

- A soil erosion and sediment control plan was submitted with the plan set (Sheet D-1). This included a narrative best management practices plan along with construction details of the proposed erosion control measures.

Utilities

- All new utilities run to the building must be underground. Plan S-1 shows the intended location of the Underground Utility Trench. Trench Detail – Electrical Conduit is shown on Sheet D-1 dated May 13, 2019.
- The applicant is not proposing to extent public water services to the building.
- The nearest fire hydrant is approximately 1,325 road ft away.

Financial Capacity

- Evidence of financial capacity has been provided in the form of a letter dated April 5, 2019, from Anna Savalli, Branch Quality Manager of BankUnited located at 500 115th Ave, Treasure Island, FL 33706.

Landscape Plan

- The applicant proposes to re-vegetate land disturbed during construction to create lawn area.
- The applicant indicates that they will comply with Commercial District Design Standard 813,B,7 which requires that a minimum of 10% of the parking lot shall be landscaped for sites with 40 parking stalls or less.
- Staff interpret the above findings to mean that the applicant intends to meet the Parking Lot Landscaping Design Standard with adjacent lawn area.

Conformity with Local Plans and Ordinances

1. Land Use

- This lot was approved as part of a larger commercial subdivision in the C1 district in 2007.
- This project has met the setback, and maximum impervious area coverage as approved for the larger commercial subdivision in 2007.
- The setback, as approved, is considered more restrictive than the current setback, by a legal opinion from counsel at PretiFlaherty
- The allowable impervious area calculations were part of the approved stormwater management plan, as approved in 2007.

- The project proposes to meet 8 additional optional standards, as required by Section 813 Commercial District Design Standards. C2, Lighting Coordinated with Architecture, and C3, Lighting Coordinated with Landscaping are listed as two of the additional optional standards. They are both required standards. Therefore, the applicant has not adequately demonstrated that the project will meet 8 additional optional standards.
2. Comprehensive Plan
- This project meets the goals and objectives of the 2017 Comprehensive Plan.
3. Others:
- Commercial District 1 Standards – the project meets all appropriate C1 district standards. See Land Use findings for more information on setback.
 - The proposed project does not meet the parking standard, because the lot, building envelope, and stormwater management plan were all approved with different standards in 2007, and to meet the current C1 parking standard at this site now, given the topographical and geographical constraints, would require an excessively long driveway for the limited amount of parking and use required. That would also likely increase the impervious area due to pavement, requiring a decrease in the building size. In addition, because the lot is not in a highly visible or trafficked area, the site design seems appropriate for the scope and scale of the project, it's setting, and use of the site and surrounding area.

Impacts to Adjacent/Neighboring Properties

- The project is on a lot that is surrounded on three sides by other portions of the commercials subdivision approved in 2007. On the fourth side, it is abutted by an undeveloped lot, also in the C1 district.
- The application noted that the use is not expected to generate a significant amount of solid waste so will not need to have a dumpster location outside.
- The application noted that the use is not expected to generate wastewater, as it will not be served by a water source.
- The project is anticipated to generate approximately 10 vehicle trips per day.
- The project will include security lighting over the doorways. There are no proposed pole mounted lights.
- The impacts of the proposed use to neighboring properties should be negligible.

CONCLUSIONS

1. The plan for development **reflects** the natural capacities of the site to support development.
2. ~~Buildings, lots, and support facilities will be clustered in those portions of the site that have the most suitable conditions for development.~~
3. Environmentally sensitive areas, including but not limited to, wetlands; steep slopes; flood plains; significant wildlife habitats, fisheries, and scenic areas; habitat for rare and

- endangered plants and animals; unique natural communities and natural areas; and, sand and gravel aquifers **will** be maintained and protected to the maximum extent.
4. The proposed site plan **has** sufficient water available for the reasonably foreseeable needs of the site plan.
 5. The proposed site plan **will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.
 6. The proposed use and layout **will not** be of such a nature that it will make vehicular or pedestrian traffic no more hazardous than is normal for the area involved.
 7. ~~The proposed site plan **will** provide for adequate sewage waste disposal.~~
 8. The proposed site plan **conforms** to a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.
 9. The developer **has** adequate financial capacity to meet the standards of this section.
 10. The proposed site plan **will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
 11. The proposed site plan **will** provide for adequate storm water management.
 12. The proposed location and height of buildings or structure walls and fences, parking, loading and landscaping shall be such that it **will not** interfere or discourage the appropriate development in the use of land adjacent to the proposed site or unreasonable affect its value.
 13. On-site landscaping **does** provide adequate protection to neighboring properties from detrimental features of the development that could be avoided by adequate landscaping.

CONDITIONS OF APPROVAL

1. Approval is dependant upon, and limited to, the proposals and plans contained in the application dated May 15, 2019, and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Staff Review Committee, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Staff Review Committee or the Town Planner in accordance with Section 814.G. of the Land Use Ordinance.